

Bylaws of the Route Three Task Force

I. MISSION

The Route Three Task Force is authorized to work with the Maine Department of Transportation and other partners and stakeholders on a Context Sensitive Solution for the reconstruction of State Route Three from Ireson Hill to West Street.

II. OBJECTIVES

The Task Force is responsible for the following assignments and has the authority to pursue them on behalf of the Town of Bar Harbor:

1. Meeting with Maine DOT staff, abutting property owners, the scenic byway Corridor Management Committee and other interested parties to carry out the mission.
2. Clearly defining the scope, boundaries and cost estimates of the project.
3. Marketing this project for grant funds as may be available.
4. Maintaining communication with our Federal delegation, Maine Department of Transportation, Acadia National Park, Friends of Acadia and other relevant organizations.

IV. REPORTING

The Task Force shall meet with the Town Council to submit progress reports as needed. Task Force requests for action may be submitted to the Town Council at any time.

V. STAFF SUPPORT

As assigned by the Town Manager, the Planning Department shall function as the primary professional and administrative support to this Task Force; however, services and support from the Public Works, Police and Fire Departments also may be utilized when assigned by the Town Manager.

VI. TASK FORCE COMPOSITION

1. The Task Force shall be composed of five members, including:
 - a. One member of the Economic Development Task Force
 - b. One member of the Bar Harbor Town Council
 - c. One member representing Friends of Acadia
 - d. The Bar Harbor Director of Planning & Development
 - e. The Bar Harbor Director of Public Works.
2. Members representing organizations shall serve as their liaison, keeping their respective groups informed of Task Force progress and involving the organization's members in Task Force decision-making.

3. All meetings of the Task Force shall be open to the public and notice thereof shall be given as provided below.
4. Discussion of Task Force business by three or more members outside of a properly posted meeting is illegal under the Maine Freedom of Access Act and is forbidden.
5. Notice of the meetings of the Task Force shall be so given that all members shall have reasonable opportunity to make plans to attend. In advance of the meeting, members anticipating absence shall notify the Planning Director, who shall forward that notice to the officer presiding at the meeting. A member shall forfeit his/her membership on the Task Force if he/she fails to attend two meetings of the Task Force in any one calendar year without being excused by a vote of the Task Force membership.
6. A quorum of the Task Force shall consist of three members.
7. Passage of a motion shall require the affirmative vote of a majority of those members present and voting.
8. Any member of the Task Force may submit to the Town Council a minority report during reporting phases or on interim action recommendations.
9. The terms of all non-staff members shall expire on June 30 of each year.

VII. ORGANIZATION

The Task Force shall organize itself, at its first scheduled meeting, by electing a Chair, Vice Chair and Secretary. Thereafter, elections shall be held each July for all positions.

VIII. DUTIES OF THE CHAIR

1. The Chair shall preside at all meetings of the Task Force when present.
2. In the absence of the Chair, the Vice-Chair shall perform all duties of the Chair.
3. The role of the Chair is to facilitate discussion and seek consensus of the Task Force in order fulfill the Mission (Article I) and Objectives (Article II).
4. The Chair shall serve as the primary point of contact for staff for the coordination of follow-up, Committee and Staff assignments and the assembly of agendas.
5. The Chair, or his/her designee, shall present periodic progress reports to the Town Council as required by Article IV, Reporting.
6. The Chair may appoint speakers to give the Town Council both sides of any recommendation under consideration or discussion.

IX. DUTIES OF THE SECRETARY

The Secretary shall keep a faithful and complete record of all meetings, including atten-

dance and any action taken, and provide a signed, true copy of the minutes to the Planning Department, which shall forward copies to the Town Council.

X. RESIGNATIONS

Members wishing to resign from the Task Force shall submit their resignation to the Town Clerk, who shall forward the resignation to the Town Council for acceptance. As a courtesy, the resigning member should also inform staff or the Task Force Chair.

XI. MEETINGS

Meetings shall be conducted as needed.

XII. AGENDA

1. Regular meetings shall be conducted utilizing the following order of business:
 - a. Call to Order
 - b. Approval of Minutes
 - c. Adoption of Agenda
 - d. Staff Reports
 - e. Regular Business
 - f. Matters for Next Meeting
 - g. Date/Time/Location for Next Meeting
 - h. Adjournment
2. The Chair in consultation with the Planning Director shall set the agenda.
3. Copies of the agenda shall be e-mailed to the Task Force and the local press at least 24 hours prior to a meeting.
4. The agenda shall be posted in the Municipal Offices at least 18 hours prior to a meeting.
5. Once posted, no item may be added to the agenda, except that by a two-thirds vote of the Task Force members present and voting, the Task Force may add items where:
 - a. Significant inconvenience may result if the matter is postponed, or
 - b. The routine nature of the request is expected to be of little public interest.

XIII. PROCEDURE

Unless otherwise provided herein, the officers and members shall conduct all meetings as set forth in the latest edition of Robert's Rules of Order.

XIV. TERMINATION

Unless these bylaws are amended by the Town Council, the Task Force shall automatically terminate on March 15, 2012.

XV. AMENDMENT

These bylaws may be amended only by action of the Town Council.

Legislative History:

<i>Staff Proposed:</i>	<i>10/15/09</i>
<i>Council Adopted:</i>	<i>10/20/09</i>
<i>Staff Proposed:</i>	<i>3/11/10</i>
<i>Council Adopted:</i>	<i>3/16/10</i>